Table of Contents

Overview

Introduction   The Commonwealth Accounting and Reporting System (CARS) descriptor tables consist of numerous tables, each containing different types of descriptive information. The tables that comprise the descriptor table perform two major functions as follows:

- To validate classification codes entered on financial transactions, and

- To provide descriptive titles for use by CARS financial reports.

It is imperative that personnel responsible for the maintenance of these tables carefully review additions, deletions, and changes to system tables as the financial accuracy and meaningfulness of financial reports are dependent upon the system tables.

Policy

Policy   The Department of Accounts (DOA) is ultimately responsible for the classification information contained in the tables. The tables listed in this section are the only ones for which an agency can request additions, deletions or changes. The tables marked with an "*" are maintained by DOA and agencies cannot update these tables online. An agency's capability to update online selected tables may be granted by DOA.

To obtain CARS online table update capability, an agency should code a "U" for update for each desired table on the Security Table Maintenance Form. See CAPP Topic No. 70220, "Security."

General Coding Requirements

Descriptor Table Maintenance Forms   For tables maintained by DOA, agencies must complete a Descriptor Table Maintenance Form.

Exhibit 1 - Descriptor Table Maintenance Form (DA-04-190)

Form DA-04-190 (3/92)

COMMONWEALTH ACCOUNTING AND REPORTING SYSTEM / CARS
DESCRIPTOR TABLE MAINTENANCE FORM
Preparation Guidelines and References on Reverse.

COPY A: DATA ENTRY COPY

FORM PREPARATION:

REQUESTING AGENCY _____ DATE _____

CONTACT PERSON _____

ADDRESS _____

_____

PHONE NUMBER _____

APPROVED BY _____

DATA ENTRY AND VERIFICATION:

KEYED BY _____

DATA ENTRY LOG NO. (YYMMDD###) _____

ERRORS CORRECTED   YES   NO

RESUBMISSION REQUIRED   YES   NO

VERIFIED BY _____

Table   F   Table Entry Key   Fiscal Yr

Reference Data
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

Title

Start Date (MMDDYY)   End Date (MMDDYY)

F   Table Entry Key   Fiscal Yr

Reference Data
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

Title

Start Date (MMDDYY)   End Date (MMDDYY)

DA-04-190
Form Use

Form DA-04-190 is used for all tables except D09. One coding line is completed for each entry to CARS. All coding must be accurate and legible. All alphabetic information should be printed in capital letters with appropriate spacing. Authorized input forms serve as the audit trail to verify that table listing entries were approved by management.

Exhibit 2 - D09 Descriptor Table Maintenance Form (DA-04-199)

Form DA-04-199 (3/92)

**COMMONWEALTH ACCOUNTING AND REPORTING SYSTEM / CARS
DESCRIPTOR TABLE MAINTENANCE FORM (FOR D09 TABLE ONLY)**
Preparation Guidelines and References on Reverse.

COPY A: DATA ENTRY COPY

FORM PREPARATION:

REQUESTING AGENCY _____ DATE _____

CONTACT PERSON _____

ADDRESS _____

_____

PHONE NUMBER _____

APPROVED BY _____

DATA ENTRY AND VERIFICATION:

KEYED BY _____

DATA ENTRY LOG NO. (YYMMDD###) _____

ERRORS CORRECTED   YES   NO

RESUBMISSION REQUIRED   YES   NO

VERIFIED BY _____

Table   Function   Table Entry Key   Fiscal Yr

0 | 9

Reference Data
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Title

Start Date (MMDDYY)   End Date (MMDDYY)

Reporting Entity

CARS Security Officer Name   CARS Security Officer Phone

**DA-04-199
Form Use**   Form DA-04-199 is used for additions, deletions, and changes to the D09 - Agency table. One form is used for each entry to CARS. Print all alphabetic information in capital letters with appropriate spacing.

General Coding Requirements, Continued

Table Maintenance Instructions

Detail data entry instructions for descriptor table maintenance transactions are provided in CAPP Topic No. 60112, *Table Maintenance*. Agencies are <u>not</u> required to complete the forms for changes, additions, or deletions made online. However, a screen print should be retained as an audit trail of the update to the table.

DOA-Maintained Tables

For tables maintained by DOA, when descriptor table coding is completed, date (month, day, and year prepared) and number each form page. Also print the agency number, contact person address, and phone number in the top left space above the Table-Entry-Key column on each page. Completed Descriptor Table Maintenance Forms are submitted to General Accounting/Table Maintenance in DOA.

Agency-Maintained Tables

Below are detailed instructions for preparing descriptor table forms for the tables that can be updated by agencies. See Exhibit 1 for a sample of the Descriptor Table Maintenance Form. A sample D09 Descriptor Table Maintenance Form can be found in Exhibit 2. This form is used to update the Agency table, which contains information unique to the D09 table.

The maintenance operator function codes used to update (control) all Descriptor Tables are as follows:

A = Add a new code to the table.
D = Delete a code from the table.
C = Change a code in the table.

Use the following procedures when submitting descriptor table maintenance entries to CARS using the "Descriptor Table Maintenance Form" (Exhibit 1). The "D09 Descriptor Table Maintenance Form" (Exhibit 2) must be used for the D09 table. Instructions are provided in table order.

* D05 Table— Element

This table contains the 3-digit program code, 2-digit subprogram code, 2-digit element code and the title associated with that element.

Continued on next page

General Coding Requirements, Continued

Column	Information Entered
Table	Table Number '05'*
Function	(A, C or D)
Table Entry Key	Program Code (Must be on D03 Table) Subprogram (Must be on D04 Table) Element Code
Fiscal Year	*Enter four zeros for an indefinite time or enter the four-digit fiscal year in which the code will be used.*
Reference Data	Not applicable to the table.
Title	Element Title
Start Date and End Date	*Enter in 'MMDDYYYY' format. Start date or end date is required when fiscal year is not '0000.'*

* D07 Table — Fund Detail This table contains the 3-digit agency code, 2-digit fund group and 2-digit fund detail code, and title associated with that agency/fund detail.

Column	Information Entered
Table	Table Number '07'
Function	(A, C or D)
Table Entry Key	Agency Code (must be on D09 Table) Fund Group Code (Must be on D06 Table) Fund Detail Code
Fiscal Year	*Enter four zeros for an indefinite time or enter the four-digit fiscal year in which the code will be used.*
Reference Data 1	Cash Control Level 0 = absolute cash control 1 = no cash control
Title	Fund Detail Title
Start Date and End Date	*Enter in 'MMDDYYYY' format. Start date or end date is required when fiscal year is not '0000.'*

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* These tables are maintained by DOA. Accordingly, agencies may not request online update capability to these tables. Changes to these tables must be submitted to DOA on the appropriate table maintenance forms.

General Coding Requirements, Continued

*D09 Table — Agency

This table contains the 3-digit agency code, the title associated with a specific agency and other descriptive information. **Use the D09 Descriptor Table Maintenance Form (DA-04-199).**

Column	Information Entered
Table	Table Number '09'
Function	(A, C or D)
Table Entry Key	Agency Code
Fiscal year	*Enter four zeros for an indefinite time or enter the four-digit fiscal year in which the code will be used.*

Reference Date
1-2
3-5
 	
6
 	
7
	
	Secretarial Area (Must be on D08 Table)
	Control Agency (Must have been established in the D09 Table)
	Agency Cost Code Indicator
	  'Y' = Cost code required
	  'N' = Cost code not allowed
	  Blank = Cost code use optional
	Detail Indicator
	  'D' = Detail FAACS User
	  'S' = Summary or Local FAACS user
	  'B' = Both Summary and Detail FAACS User
	  Blank = Not a FAACS user

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[*] These tables are maintained by DOA. Accordingly, agencies may not request online update capability to these tables. Changes to these tables must be submitted to DOA on the appropriate table maintenance forms.

General Coding Requirements, Continued

*D09 Table —Agency (continued)

Column	Information Entered
8	Fund Indicator ‘G’ = FAACS General Fixed Asset Account Group Only ‘N’ = Any fund except the FAACS General Fixed Asset Account Group ‘A’ = Any fund Group Blank = Not a FAACS user
9	1099 Participation Indicator ‘Y’ = 1099 editing performed ‘N’ = 1099 editing not performed
10	Vendor File Indicator ‘C’ = Vendor names retrieved from the Vendor Edit Table ‘L’ or Blank = Vendor names not retrieved from the Vendor Edit Table ‘R’ = Vendor names retrieved from control agency’s Vendor Edit Table
11	Control Agency Transfer Indicator ‘Y’ = Control Agency has authority to transfer appropriations within control group Blank = No authority
12-21	Agency Phone Number (This is the phone number that will print on the checks produced through CARS.)
22	Agency Type ‘A’ = Agency (no central authority) ‘B’ = Both Central & Control ‘C’ = Control Agency ‘N’ = Non-State ‘S’ = Statewide “Central”
Title	Agency Title
Start Date and End Date	*Enter in ‘MMDDYYYY’ format. Start date or end date is required when fiscal year is not ‘0000.’*
Reporting Entity	Federal Tax Reporting number of the agency or control agency.
CARS Security Officer	The name of the CARS Security Officer
Phone	The CARS Security Officer’s phone number.

General Coding Requirements, Continued

* D17 Table —
Revenue Source
This table contains the 5-digit revenue source code, associated title, and other descriptive information.

Column	Information Entered
Table	Table Number '17'
Function	(A, C or D)
Table Entry Key	Revenue Source Code
Fiscal Year	***Enter four zeros for an indefinite time or enter the four-digit fiscal year in which the code is to be used.***
Reference Data 1-2 3-4 5-6 7-8 9-10 11-12 13-14 15-16 17-18 19-20 21-22	 First Fund Group Second Fund Group Third Fund Group Fourth Fund Group Fifth Fund Group Sixth Fund Group Seventh Fund Group Eighth Fund Group Ninth Fund Group Tenth Fund Group Revenue Class Code (Must be on D36 Table) **Note:** Columns 1-20 list the 2-digit Fund Groups with which the particular Revenue Source Code may be used. The Fund Group must be on the D06 table.
Title	Revenue Source Title
Start Date and End Date	***Enter in 'MMDDYYYY' format. Start date or end date is required when fiscal year is not '0000.'***

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General Coding Requirements, Continued

D18 Table — Project

This table contains the 3-digit agency, 5-digit project code, associated title, and other descriptive information.

Column	Information Entered
Table	Table Number '18'
Function	(A, C or D)
Table Entry Key	Project Code Agency Code (Must be on D09 Table)
Fiscal Year	***Enter four zeros for an indefinite time or enter the four-digit fiscal year in which the code is to be used.***

Reference Data
1
2-12
13-19
20
	
	Project Type (Must be on D37 Table)
	Federal Identification Number
	Capital Item Number
	Cash Control Posting Level Indicator
	   0 = Do not move project to the cash control file
	      key
	   1 = Move project to the cash control file key

Fiscal Year	Enter four zeros for an indefinite time or enter the four-digit fiscal year in which the code is to be used.
Title	Project Title
Start Date and End Date	***Enter in 'MMDDYYYY' format. Start date or end date is required when fiscal year is not '0000.'***

D19 Table — Project Task

This table contains the 3-digit agency, 5-digit project, 2-digit project task code, and the associated title.

Column	Information Entered
Table	Table Number '19'
Function	(A, C or D)

General Coding Requirements, Continued

D19 Table —Project Task (continued)

Column	Information Entered
Table Entry Key	Project Code (Must be on D18 Table) Project Task Agency Code (Must be on D09 Table)
Reference Data	Not applicable to this table
Title	Project Task Title
Start Date and End Date	***Enter in 'MMDDYYYY' format. Start date or end date is required when fiscal year is not '0000.'***

D20 Table — Project Phase

This table contains the 3-digit agency, 5-digit project, 2-digit project task, 2-digit project phase code and the associated title.

Column	Information Entered
Table	Table Number '20'
Function	(A, C or D)
Table Entry Key	Project Code (Must be on D18 Table) Project Task (Must be on D19 Table) Project Phase Agency Code (Must be on D09 Table)
Fiscal Year	***Enter four zeros for an indefinite time or enter the four-digit fiscal year in which the code is to be used.***
Reference Data	Not applicable to this table
Title	Project Phase Title
Start Date and End Date	***End in 'MMDDYYYY' format. Start date or end date is required when fiscal year is not '0000.'***

Contacts

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Subject Cross References

References   CAPP Topic No. 70220, *Security*

CAPP Topic No. 60112, *Table Maintenance*